

High Sick Leave Consumption Public Works & Assets



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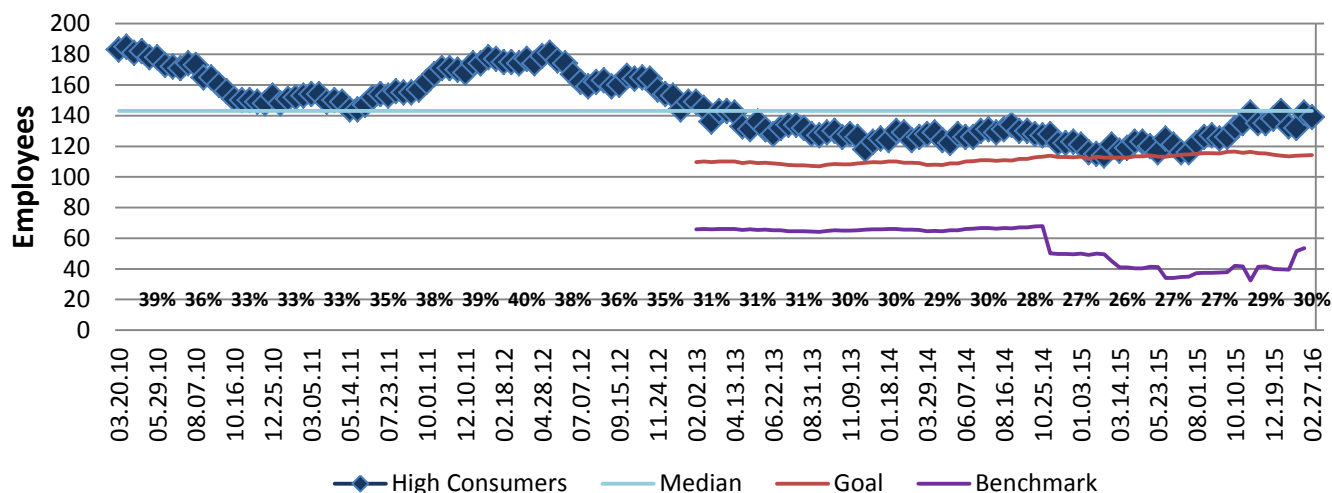
Process: Sick Leave Management

Baseline, Goal, & Benchmark	Source Summary	Continuous Improvement Summary
<p>Baseline: 40% of total employees - Oct 2012</p> <p>Goal: Reduce the number of employees with high sick leave consumption to 25% or less of all employees.</p> <p>Benchmark: 11.72% LMG Top Quartile 02/13/16</p>	<p>Data Source: Payable Time Peoplesoft</p> <p>Goal Source: Scope Summary</p> <p>Benchmark Source: Enterprise KPI Report</p>	<p>Plan-Do-Check-Act Step 5: Pilot short term and/or long term solutions</p> <p>Measurement Method: # of employees who used 9 or more out of 12 sick days in a 12 month period; rate calculated by dividing by total employees</p> <p>Why Measure: Promote a culture in which sick time is used appropriately</p> <p>Next Improvement Step: Validate the effectiveness of Sick Leave Report. Continue to track & monitor.</p>

How Are We Doing?

03.16.14-02.27.16 Rolling 52wk Avg Goal	03.16.14-02.27.16 Rolling 52wk Avg		03.01.15-02.27.16 Goal	02.14.16-02.27.16 Actual	
114	128		114	139	
Employees	Employees		Employees	Employees	

High Sick Leave Consumption



Brainstormed Root Causes

- * Culture
- * Union Contracts
- * Lack of incentives and/or disincentives
- * Lack of knowledge